

**The Rocklin  
Planning Commission  
Welcomes You!**

**City of Rocklin Community Development Department**  
3970 Rocklin Road, Rocklin, CA 95677  
(916) 625-5160

**Planning Commissioners**

<b>Chairman:</b>	Scott Barber
<b>Vice Chairman:</b>	Jeff Shirhall
<b>Members:</b>	Ralph Coleman
	Lynne Sully
	Larry Menth

**Planning Staff**

<b>Community Development Director:</b>	Terry A. Richardson
<b>Planning Services Manager:</b>	Sherri Abbas
<b>Senior Planners:</b>	Laura Webster
	David Mohlenbrok
<b>Associate Planners:</b>	Bret Finning
	Pierre Martinez
<b>Assistant Planner:</b>	David Sablan
<b>Administrative Secretary:</b>	Terry Stemple
<b>Administrative Clerk:</b>	Lilly Sifuentes
<b>City Engineer:</b>	Larry Wing
<b>City Attorney:</b>	Russell Hildebrand

**Rocklin City Government**

The City of Rocklin operates under the Council-Manager form of municipal government. Council members are elected at large to four (4) year terms of office. They are elected alternately at the general election in November of even-numbered years. The Mayor and Vice Mayor are elected by the City Council each November, usually for one year terms. The City Council enacts laws and establishes administrative policy for the City government. As the administrative head of City government, the City Manager implements policy decisions made by Council, enforces all ordinances and supervises the operation of all departments and divisions of the City government, including the Community Development Department.

## **Planning Commission**

The Planning Commission is appointed by the Mayor with the advice and consent of the City Council to four year terms. The Planning Commission holds its regular meetings on the first and third Tuesday of each month at 7:30 p.m. in the Council Chambers, 3970 Rocklin Road. Copies of the agenda and all agenda materials are available on the Friday preceding the meeting at the Planning Division, 3970 Rocklin Road. Agendas are posted by 5:00 p.m. on the Friday preceding the meeting at City Hall; the City Administration Building; Safeway on Granite Drive; the Rocklin Post Office on Pacific Street; and Fire Station #2 on Crest Drive.

The Planning Commission has authority to act on judicatory issues such as tentative parcel maps, use permits, variances and design reviews, and to make recommendations to the City Council on legislative actions such as general plan amendments, rezonings, tentative subdivision maps, major use permits, certification of environmental impact reports or combined applications. Actions taken by the Planning Commission can be appealed to City Council.

## **Citizen Participation**

Citizens of Rocklin are encouraged to attend and participate in Planning Commission meetings. If you have special needs, please contact our office at (916) 625-5160 well in advance of the public hearing if you wish to attend so that we may make every reasonable effort to accommodate you. Please observe the following procedures:

**Public Hearings** - For items listed on the agenda as public hearings, citizens may address the Commission when the Chairman declares the public hearing open and invites the public to speak. Copies of written materials should be provided each Commissioner and the Secretary. Whenever possible, written materials should be provided to the Planning Division prior to the hearing so they can be distributed to the Commissioners in order for them to have adequate time to review all written materials. Questions or comments made at public meetings should be directed to the Chairman of the Planning Commission, not to City Staff members, or other citizens attending the meetings.

To conduct public hearings in an orderly manner, City Staff will address the Commission first. Comments from the applicant come next, followed by comments from other interested parties. Groups and organizations are encouraged to appoint a spokesperson. The Chairman may request that comments be limited to five minutes. After the Chairman closes the public hearing, no additional comments from the public will be accepted.

**Other Agenda Items** - The public may address the Commission on any agenda item when that item is considered. Please request recognition from the Chairman by raising your hand, step to the podium and, for the record, state and spell your name, state your address and provide your group affiliation, if applicable. Time limits may be placed on presentations.

**Non-Agenda Items** - The Commission will hear comments from the public on any item not listed on the agenda during "Citizens Addressing the Commission". Individual presentations are usually limited to five (5) minutes. The Commission may briefly respond to statements made or questions asked by a citizen, but is prohibited by law from taking action or discussing in depth items not listed on the agenda. The Commission may direct that your item be placed on the next available agenda for further consideration.

### **Commission Actions**

**Ordinance** - An ordinance is a "legislative act" requiring two (2) readings by the City Council, such as an amendment to the Municipal Code, a rezoning, etc. The Planning Commission makes recommendations to the City Council on ordinances affecting the City's Zoning or Subdivision Ordinances, including rezoning.

**Resolution** - A resolution is passed to express the policy of the Planning Commission or direct certain types of action. The Planning Commission can pass resolutions approving certain types of judicatory procedures (use permits, variances, tentative parcel maps, etc.) and recommending to the City Council approval of legislative and more involved judicatory procedures (General Plan Amendments, Zoning and Zoning Ordinance amendments, tentative subdivision maps, combined applications and more extensive use permits).

**Referral / Continuance** - When the Commission thinks further study or more information is needed for its deliberations, an item can be continued to a subsequent meeting and referred to Staff or the applicant for further information.

**Public Hearing** - Public hearings are held to solicit comments from the involved public. They are normally reserved for matters which require significant action or affect adjacent property owners.

**Appeals** - Action by the Planning Commission can be appealed to the City Council within ten (10) days of the action upon a written request and the payment of a nonrefundable fee to cover the cost of the appeal.